



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports.

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle/High School Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports.

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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DC STARS Training Calendar

Principals Workshop

Description Learn how to quickly access DC STARS student information. Administrators will learn how to use DC STARS to ensure all appropriate data entry tasks are complete and compliant with DCPS mandates. Topics include inquiry of student records for marks, schedules, credit history, attendance history, printing various reports and extracting of student data. Learn how to use DC STARS as a tool to manage your school environment. There will be lots of hands on practice.

Please check the Principals' Workshop group pages at the end of the Training Calendar for your group with the date, time and location for your workshop. *It is critical that you **ARRIVE ON TIME!***

Targeted Audience Principals and Assistant Principals

Location - 825, 5th floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

New School Year Setup (SY Setup)

Mandatory for ALL schools

Description During this workshop each school will review and complete the school setup for SY2008/2009. Please check the SY Setup group pages at the end of the Training Calendar for your group with the date, time and location for your workshop. *It is critical that you **ARRIVE ON TIME** for this session as each step builds on the one before it and there is no time to catch up late comers.*

Targeted Audience: Student Information Manager

Location - 825, 5th floor Computer Lab

Time AM Sessions 9AM to 12 PM
PM Sessions 1 PM to 4 PM

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar July 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days		7/1	7/2	7/3	7/4
825 5th floor		<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations DC STARS goes down at 5:00PM</i>	<i>Holiday</i>
All Days	7/7	7/8	7/9	7/10	7/11
825 5th floor	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable
All Days	7/14	7/15	7/16	7/17	7/18
825 5th floor	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable
All Days	7/21	7/22	7/23	7/24	7/25
825 5th floor	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable	DC STARS unavailable
All Days	7/28	7/29	7/30	7/31	
825 5th floor	<i>DC STARS available</i>	Lab Reserved	Lab Reserved	Lab Reserved	

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Version Date: 07/25/08



STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar August 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days					8/1
825 5th floor					Lab Reserved
All Days	8/4	8/5	8/6	8/7	8/8
825 5th floor	SY Setup Group P1 AM	SY Setup Group P3 AM	SY Setup Group P5 AM	SY Setup Group P7 AM	STARS Overview AM
	SY Setup Group P2 PM	SY Setup Group P4 PM	SY Setup Group P6 PM	SY Setup Group P8 PM	Principals Workshop PM
All Days	8/11	8/12	8/13	8/14	8/15
825 5th floor	SY Setup Group C2 AM	SY Setup Group M1 AM	STARS Overview AM	SY Setup Group S1	SY Setup Group S3
	SY Setup Group C3 PM	SY Setup Group M2 PM	Student Info Manager PM	SY Setup Group S2	SY Setup Group C1
All Days	8/18	8/19	8/20	8/21	8/22
825 5th floor	STARS Overview AM	STARS Overview AM	STARS Overview AM	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
	Student Info Manager PM	Principals Workshop PM	Student Info Manager PM		
All Days	8/25	8/26	8/27	8/28	8/29
825 5th floor	First Day of School	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations

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Version Date: 07/25/08



STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar September 2008					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	9/1	9/2	9/3	9/4	9/5
825 5th floor	Holiday	Daily Attendance AM	Walk-In Scheduling AM	Open Workshop Call 724-2252 for Reservations	STARS Overview AM
		EC Period Attendance PM	Open Workshop Call 724-2252 for Reservations	Walk-In Scheduling PM	Student Info Manager PM
All Days	9/8	9/9	9/10	9/11	9/12
825 5th floor	Daily Attendance AM	Open Workshop Call 724-2252 for Reservations	STARS Overview AM	Daily Attendance AM	Walk-In Scheduling AM
	EC Period Attendance PM		Principals Workshop PM	HS/MS Period Attendance PM	Open Workshop Call 724-2252 for Reservations
All Days	9/15	9/16	9/17	9/18	9/19
825 5th floor	STARS Overview AM	Open Workshop Call 724-2252 for Reservations	EC Period Attendance AM	Principals Workshop PM	Open Workshop Call 724-2252 for Reservations
	Student Info Manager PM		HS/MS Period Attendance PM	Walk-In Scheduling PM	
All Days	9/22	9/23	9/24	9/25	9/26
825 5th floor	STARS Overview AM				
	Principals Workshop PM				
All Days	9/29	9/30			
825 5th floor					

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Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Version Date: 07/25/08

DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Aiton ES	P1	825	8/4 AM			
Amidon ES	P1	825	8/4 AM			
Bancroft ES	P1	825	8/4 AM			
Barnard ES	P1	825	8/4 AM			
Beers ES	P1	825	8/4 AM			
Birney ES	P1	825	8/4 AM			
Brent ES	P1	825	8/4 AM			
Bruce-Monroe ES	P1	825	8/4 AM			
Burrville ES	P1	825	8/4 AM			
Child and Family Services	P8	825	8/7 PM			
Cleveland ES	P2	825	8/4 PM			
Cooke, H.D. ES	P2	825	8/4 PM			
Davis ES	P2	825	8/4 PM			
DC Care Centers	P8	825	8/7 PM			
DC Corrections	P8	825	8/7 PM			
Draper ES	P2	825	8/4 PM			
Drew ES	P2	825	8/4 PM			
Eaton ES	P2	825	8/4 PM			
Emilia Reggio Preschool SWS	P6	825	8/6 PM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Ferebee-Hope ES	P2	825	8/4 PM			
Garfield ES	P2	825	8/4 PM			
Garrison ES	P2	825	8/4 PM			
Harris, C.W. ES	P3	825	8/5 AM			
Head Start	P3	825	8/5 AM			
Hearst ES	P3	825	8/5 AM			
Hendley ES	P3	825	8/5 AM			
Houston ES	P3	825	8/5 AM			
Hyde ES	P3	825	8/5 AM			
Jackie Robinson Ctr	P8	825	8/7 PM			
Janney ES	P3	825	8/5 AM			
Kenilworth ES	P4	825	8/5 PM			
Ketcham ES	P4	825	8/5 PM			
Key ES	P4	825	8/5 PM			
Kimball ES	P4	825	8/5 PM			
King ES	P4	825	8/5 PM			
Lafayette ES	P4	825	8/5 PM			
LaShawn (CAFS - Spec Ed)	P8	825	8/7 PM			
Leckie ES	P4	825	8/5 PM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Ludlow-Taylor ES	P4	825	8/5 PM			
Malcolm X ES	P4	825	8/5 PM			
Mamie D. Lee SE Ctr	P8	825	8/7 PM			
Mann ES	P4	825	8/5 PM			
Maury ES	P5	825	8/6 AM			
Miner ES	P5	825	8/6 AM			
Montgomery ES	P5	825	8/6 AM			
Moten ES	P5	825	8/6 AM			
Murch ES	P5	825	8/6 AM			
Nalle ES	P5	825	8/6 AM			
Options PCS	P6	825	8/6 PM			
Orr ES	P5	825	8/6 AM			
Patterson ES	P5	825	8/6 AM			
Payne ES	P5	825	8/6 AM			
Peabody ES	P6	825	8/6 PM			
Plummer ES	P5	825	8/6 AM			
Pre-K Incentive	P8	825	8/7 PM			
Prospect LC	P8	825	8/7 PM			
Randle Highlands ES	P6	825	8/6 PM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Raymond ES	P6	825	8/6 PM			
Reed LC ES	P6	825	8/6 PM			
Residential	P8	825	8/7 PM			
River Terrace ES	P6	825	8/6 PM			
Ross ES	P6	825	8/6 PM			
Savoy ES	P7	825	8/7 AM			
Seaton ES	P7	825	8/7 AM			
Shepherd ES	P7	825	8/7 AM			
Simon ES	P7	825	8/7 AM			
Smothers ES	P7	825	8/7 AM			
Stanton ES	P7	825	8/7 AM			
Stoddert ES	P7	825	8/7 AM			
Terrell, M.C.ES	P7	825	8/7 AM			
Thomas ES	P7	825	8/7 AM			
Thomson ES	P7	825	8/7 AM			
Truesdell ES	P9	825	4/11 AM			
Tubman ES	P2	825	8/4 PM			
Tuition Grant (Private Schools)	P8	825	8/7 PM			
Turner ES	P3	825	8/5 AM			

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DC STARS Mandatory Training Dates

Elementary School Name	NSY Setup					
	Group	Location	Date	Group	Location	Date
Tyler ES	P3	825	8/5 AM			
Watkins ES	P3	825	8/5 AM			
Wheatley ES	P7	825	8/7 AM			
Wilson, J.O. ES	P8	825	8/7 PM			

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DC STARS Mandatory Training Dates

Middle School Name NSY Setup

	Group	Location	Dates	Group	Location	Dates
Brown, Ronald H. MS	M1	825	8/12 AM			
Browne MS	M2	825	8/12 PM			
Deal MS	M1	825	8/12 AM			
Eliot MS	M2	825	8/12 PM			
Francis MS	M2	825	8/12 PM			
Hardy MS	M2	825	8/12 PM			
Hart MS	M2	825	8/12 PM			
Jefferson MS	M1	825	8/12 AM			
Johnson MS	M1	825	8/12 AM			
Kelly Miller MS	M2	825	8/12 PM			
Kramer MS	M2	825	8/12 PM			
McFarland MS	M1	825	8/12 AM			
Shaw MS	M2	825	8/12 PM			

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DC STARS Mandatory Training Dates

NSY Setup						
Middle School Name	Group	Location	Dates	Group	Location	Dates
Sousa MS	M1	825	8/12 AM			
Stuart-Hobson MS	M1	825	8/12 AM			

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DC STARS Mandatory Training Dates

NSY Setup

Center Name	Group	Location	Dates	Group	Location	Dates	Group	Location	Dates
Ballou STAY	C1	825	8/15 PM						
Brightwood EC	C3	825	8/11 PM						
Brookland EC	C3	825	8/11 PM						
Burroughs EC	C3	825	8/11 PM						
DC Detention	C1	825	8/15 PM						
Emery EC	C3	825	8/11 PM						
Langdon EC	C3	825	8/11 PM						
LaSalle EC	C2	825	8/11 AM						
Marshall C	C2	825	8/11 AM						
Noyes EC	C3	825	8/11 PM						
Oyster Adams EC	C2	825	8/11 AM						
Powell EC	C3	825	8/11 PM						
Roosevelt STAY	C1	825	8/15 PM						
Shaed EC	C3	825	8/11 PM						
Sharpe Health School	C2	825	8/18 AM						
Spingarn STAY	C1	825	8/15 PM						

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DC STARS

Mandatory Training Dates

NSY Setup

Center Name	Group	Location	Dates	Group	Location	Dates	Group	Location	
Taft SE Ctr	C1	825	8/15 PM						
Takoma Ed Ctr	C2	825	8/11 AM						
Walker-Jones Ed Ctr	C2	825	8/11 AM						
Webb ES	C2	825	8/11 AM						
West ES	C2	825	8/11 AM						
Whittier ES	C3	825	8/11 PM						
Winston Ed Ctr	C2	825	8/11 AM						
Youth Services Center	C1	825	8/15 PM						

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DC STARS

Mandatory Training Dates

NSY Setup

High School Name	Group	Location	Dates	Group	Location	Dates	Group	Location	Dates
Anacostia SHS	S1	825	8/14 AM						
Ballou SHS	S2	825	8/14 PM						
Banneker SHS	S3	825	8/15 AM						
Cardozo SHS	S2	825	8/14 PM						
Columbia Heights EC	S2	825	8/14 PM						
Coolidge SHS	S3	825	8/15 AM						
Dunbar Pre-Engineering	S2	825	8/14 PM						
Dunbar SHS	S2	825	8/14 PM						
Eastern SHS	S2	825	8/14 PM						
Ellington School of the Arts	S3	825	8/15 AM						
McKinley Technology HS	S1	825	8/14 AM						
Moore, Luke C. Academy SHS	S3	825	8/15 AM						
Options SHS	S1	825	8/14 AM						
Roosevelt SHS	S3	825	8/15 AM						
School Without Walls	S3	825	8/15 AM						
Spingarn SHS	S1	825	8/14 AM						
Wilson SHS	S1	825	8/14 AM						

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DC STARS Mandatory Training Dates

NSY Setup

High School Name	Group	Location	Dates	Group	Location	Dates	Group	Location	Dates
Woodson Business & Finance	S1	825	8/14 AM						
Woodson SHS	S1	825	8/14 AM						
Young American Works PCS	S1	825	8/14 AM						

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Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
 School Name: _____ School Code: _____
 DCPS Email: _____ Phone Number: _____
 Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____
 (If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **Getting Started** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>Getting Started</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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